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ABSTRACT

This document demonstrates some of the functions served by the four parts of the AppleWorks program which can be used by school counselors. The four functions include word processor, data base, spread sheet, and mail merge. Each function is described, examples of the function are provided, advantages are listed, and for two examples, the support needed is listed. An example of each function used by a counselor is included. It is suggested that the computer allows a counselor to do some tasks more easily and more quickly. (ABL)

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COUNSELORS IN COMPUTER LAND

by
Larry Blum

"Send a letter home to describe the PTA program? Sure, I can do that!"

"Give you a list of the ITBS scores of your students? Sure, I can do that!"

"Make that two lists; one has to be alphabetical and one ranked by the students' Reading Grade Equivalent? Sure, I can do that!"

"Come into your class and teach your students how to read the ITBS Item Analysis sheets? Sure, I can to that!"

"HOW AM I GOING TO DO THAT?"

I know, I know! This really sounds like a commercial of some kind. When you think about it though, it sounds pretty typical of the kinds ot things asked of any elementary or middle school counselor. In fact, with or without secretarial help, the counselor is expected to deal with and share communications and data in a professional looking and sounding manner. Counselors are left with the choices of putting in long hours, dropping it, or "winging it" to deal with some of their normal tasks. School counselors have notoriously put in long hours anyway and never seem to be able to say "no" often enough to lighten their workload, so they "wing it" in one way or another. As a result, many of us have begun to "wing it" by recruiting a friendly computer to help carry the overload. As I have done this, I have found that the computer has let me do some new things easier and quicker. In my case, I have used AppleWorks to help carry the load. There are other computers besides Apple and there are other programs besides AppleWorks. You can choose your own, but let me share some of the tricks I have found useful with AppleWorks.

CG 021307

AppleWorks is a multi function program that lets you deal with a variety of needs. The purpose of this packet is to demonstrate some of the functions served by the four parts of the AppleWorks program. Descriptions and examples of those four program parts are color coded in this packet.

BLUE: Word Processor
GOLD: Data Base
TAN: Spread Sheet
WHITE: Mail Merge

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WORD PROCESSOR

DESCRIPTION: A word processor allows you to use your computer as a sophisticated typewriter. It allows you to type out your ideas as you would on any typewriter, then allows you to perfect your communication before making a printed copy.

EXAMPLES: Letter writing.

Writing articles.

Recording counseling notes.

Producing a newsletter.

ADVANTAGES: On screen editing.

Design your own format.

Print out multiple copies.

Save a copy on disk and update it when needed again.

SUPPORT: It is helpful to have a spell checking program.

PARENT SUBSTANCE AWARENESS WORKSHOP
January 25 to February 22
Taft Middle School

Parents and educators alike have been concerned about our young people and their exposure to drugs and alcohol at an early age. Here at Taft, parents have expressed concerns because their middle school age children have seemed overly interested in alcohol and that some are finding times and places to experiment with drinking without their parents knowledge. Some parents, and teachers, have confirmed that drinking has taken place or they strongly suspect that their middle school students were involved in drinking. As a result, parents and teachers have been seeking ways to approach this problem. It is really crucial that we, as adults, are able to deal with substance "use" by adolescents because it all to often leads to substance "abuse."

Taft Middle School, in conjunction with the Area Substance Abuse Council (ASAC) will conduct a PARENT SUBSTANCE AWARENESS WORKSHOP to begin on January 25, 1988 and meet on 5 consecutive Monday evenings from 6:30 to 8:30 PM. This workshop will be led by the Taft counselors and workers from ASAC.

We had planned to limit enrollment to parents of eighth grade students for this year. Because several parents expressed interest at Monday's PTA meeting and the fact that we have room for more parents in the workshop, we are opening registration to all Taft Middle School parents.

The following is our "planned" calender of topics:

January 25 Adolescent Substance Use Information.

February 1 Family Communication.

February 8 Do's and Don'ts for Parents.

February 15 Enabling Behaviors.

February 22 Resources and Parent Support.

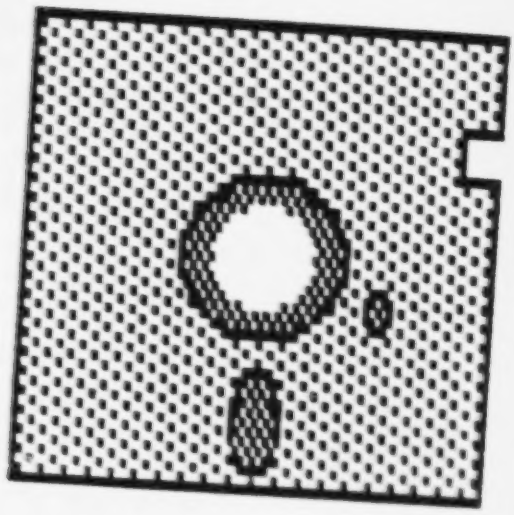
March ?? A follow up meeting if so desired.

NOTE: There will be a $5 per person charge to cover the costs of refreshments during the workshop.

Please call the counselors office at Taft (398-2357) to reserve a spot for this workshop.

Larry Blum
Marilyn Holman

DATA BASE



DESCRIPTION: A data base allows you to collect categories of information together and then rearrange that information according to any of those categories as you see fit.

EXAMPLES: Student names.

Birthdays.

Address file.

Family information.

Test scores (ie. ITBS, CAT).

Students in special programs.

ADVANTAGES: By starting with a student list for your school, other categories can be added and deleted as needed.

Any category of information can be used to arrange the data base either alphabetically or by numerical order.

Parts of the data base can be used to print mailing labies.

Any part of the data base can be printed to fit your or the teachers needs.

Once the data is entered, it can be added to, edited, updated or transferred electronically to another data base.

SUPPORT: It is helpful to have a person read information while another keyboards the information into the computer.

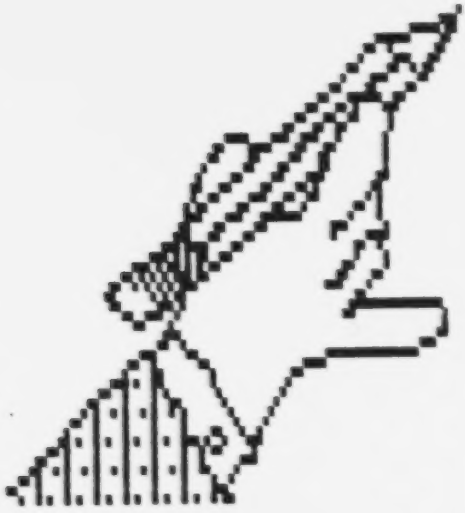
File: GD & TESTS 87
Report: ALPH LIST

NAME	SEX	TEAM	ADVISOR	PROGRAM	VOC	READ	LA	WS	MATH	COMP	VERBAL	N/V	QUANT
AMES, ROBERT	M	B/G	SCHAEFER		55	71	79	76	82	73	91	94	88
BARNES, ERIC	M	B/F	HARKNESS		98	102	108	106	102	103	124	110	116
BARTON, JEFF	M	B/G	SCHAEFER		93	106	105	96	85	97	125	113	105
BENSON, PENNY	F	B/P	HARKNESS		61	53	86	62	69	66	89	87	95
BELMONT, SARAH	F	B/P	HARKNESS		76	71	63	60	69	68	88	92	88
BENDER, MICHELLE	F	B/P	HARKNESS	ELP	113	127	127	112	112	118	123	123	138
BERGEN, JENNIFER	F	B/P	HARKNESS		102	88	125	96	93	101	114	104	104
BERTROM, SALLY	F	B/P	HARKNESS		93	97	118	100	88	99	114	113	122
BROWN, DONNA	F	B/G	SCHAEFER	LD	67	48	46	58	55	55	87	95	84
BONNER, ANN	F	B/P	HARKNESS		73	95	102	95	91	91	96	105	109
BROWN, SUSAN	F	B/P	HARKNESS	ELP	102	127	122	114	106	114	124	107	118
BRANDAN, AL	M	B/P	HARKNESS		91	94	105	96	99	97	112	111	109
BROTHERS, ALICE	F	B/P	HARKNESS		76	67					98	94	76
BRUNES, BONNIE	F	B/G	SCHAEFER		76	92	107	91	79	89	106	105	100
BRUNSMA, CHRISTINE	F	B/P	HARKNESS		83	106	97	92	82	92			
BURGON, JAMES	M	B/P	HARKNESS		99	73	108	100	100	94	119	128	111
BURNS, BETH	F	B/P	HARKNESS		81	82	72	69	69	75	107	104	83
BYRK, JULIE	F	B/P	HARKNESS		102	104	98	78	85	91	124	108	103
CANNEY, ROBERT	M	B/P	HARKNESS		93	73	82	82	86	83	101	107	112
CAMPBELL, TOM	M	B/G	SCHAEFER	SCI	67	48	36	64	54	54	78	98	77
CARNS, PHIL	M	B/G	SCHAEFER		89	50	94	100	100	87	104	111	126
CARR, PAUL	M	B/P	HARKNESS		89	82	87	102	93	91	103	105	114
CARTER, ROXIE	F	B/P	HARKNESS		67	50	74	57	76	65	92	90	126
CLARK, SHANNAN	M	B/P	HARKNESS	LD	98	67	59	57	67	70	102	93	85

File: GD & TESTS 87
Report: BY READING SCORES

NAME	SEX	TEAM	ADVISOR	PROGRAM	VOC	READ	LA	VERBAL
SCHULDT, BRIAN	M	B/P	MILLER	ELP	110	138	122	129
TENNY, NANCY	F	B/P	ZRUDSKY	ELP	133	130	130	129
BENDER, MICHELLE	F	B/P	HARKNESS	ELP	113	127	127	123
BROWN, SUSAN	F	B/P	HARKNESS	ELP	102	127	122	124
FORD, JASON	M	B/P	MCBURNEY	ELP	121	124	105	122
GRINLER, MELISSA	F	B/G	SCHAEFER		121	124	127	124
COLLINS, ALLISON	F	B/P	HATTEBERG		96	121	99	114
RICK, KELLY	F	B/P	HATTEBERG	ELP	110	121	119	138
WAGNER, JOHN	M	B/P	HATTEBERG	ELP	107	121	116	126
FELPS, TOMMY	M	B/P	MCBURNEY		102	116	112	119
FELDMAN, AMY	F	B/P	MILLER	ELP	107	116	114	117
GIZARD, MATT	M	B/P	MCBURNEY	ELP	117	116	121	114
JEFFERYS, HAL	M	B/P	MCBURNEY	ELP	104	114	114	126
NASMITH, DEBRA	F	B/P	MILLER		113	114	120	
RINGG, MELISSA	F	B/G	TIEDT		95	112	100	121
DRUMOND, APRIL	F	B/P	HATTEBERG		96	110	107	119
FAIRVIEW, NICOLE	F	B/G	SCHAEFER		87	110	116	119
HUMBELL, CHRIS	F	B/P	HATTEBERG	ELP	110	110	119	113
MILLER, SHARON	F	B/G	TIEDT		113	110	114	
ROBERTSON, ANGELA	F	B/P	MILLER		107	110	121	112
BARTON, JEFF	M	B/G	SCHAEFER		93	106	105	129
BRUNSMA, CHRISTINE	F	B/P	HARKNESS		83	106	97	

SPREAD SHEET



DESCRIPTION: A spread sheet is little more than an electronic piece of paper that has been divided into rows and columns. It can be used as a ledger sheet or a data graph, depending on your need.

EXAMPLES: School store ledger book.

Personalized behavior modification record sheets.

Test scheduling (ie. ITBS).

Worksheets and transparencies to aid in teaching students and teachers how to read ITBS item analysis readouts.

ADVANTAGES: The spread sheet can be designed and adjusted to fit most of your needs. It can be adjusted to show, and print, a variety of rows, columns and lines.

As a ledger sheet, it can use arithmetic formulas to calculate totals, averages, etc. automatically.

A basic behavior modification sheet can be personalized and altered to fit the individual needs of a student. In fact, most students can not only help design their own sheet, but can do the keyboard work thus developing a real sense of ownership in the program.

JUNIOR HIGH LEADERSHIP TREASURER'S REPORT
1985 - 1986

DATE	EXPLANATION	RECEIPTS	COSTS	BALANCE	CHECK#
JULY 31	BALANCE			$21.75	
SEPT 10	FACULTY	$26.00		$47.75	
SEPT 13	STUDENT LOUNGE	$335.04		$382.79	
SEPT 16	FACULTY SOCIAL COMM	$13.00		$395.79	
SEPT 20	SCHOOL STORE	$21.80		$404.59	
SEPT 20	STUDENT LOUNGE	$300.91		$705.50	
SEPT 27	STUDENT LOUNGE	$259.55		$965.05	
SEPT 27	SCHOOL STORE	$7.05		$972.10	
SEPT 30	ED ADMIN OF IA		$72.00	$900.10	
SEPT 30	DOWS DAIRY		$21.60	$878.50	
SEPT 30	PEPSI COLA		$108.40	$770.10	
SEPT 30	FARNER BOCHEN		$1,043.50	($273.40)	
OCT 1	FAC. SOCIAL COMM.	$13.00		($260.40)	
OCT 4	STUDENT LOUNGE	$286.97		$26.57	
OCT 4	SCHOOL STORE	$9.40		$35.97	
OCT 9	FAC. SOCIAL COMM.	$13.00		$48.97	
OCT 11	STUDENT LOUNGE	$212.52		$248.49	
OCT 11	SCHOOL STORE	$11.60		$260.09	
OCT 14	RICK ELLIOTT (DJ)		$150.00	$110.09	

NAME DATE_____

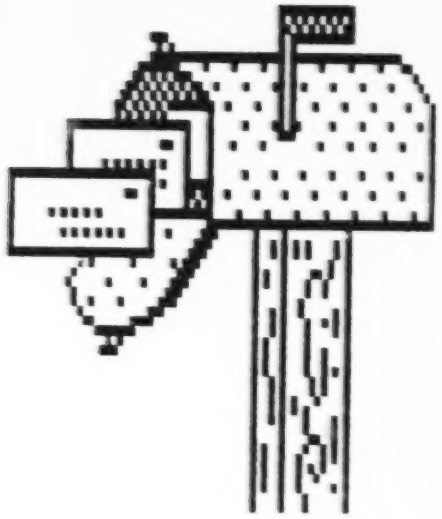
To Teachers: Please rate everyday in the stated areas.

To the student: This form is to be presented to each teacher at the beginning of the class and picked up at the end of the class.

	CLASS	ON TIME FOR CLASS	BROUGHT MATERIALS	HOMEWORK DONE 1 TO 5 5 IS BEST	CONDUCT 1 TO 5 5 IS BEST	COOPERATION 1 TO 5 5 IS BEST	TEACHER
1		YES NO	YES NO	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
1		YES NO	YES NO	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
1		YES NO	YES NO	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
1		YES NO	YES NO	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
1		YES NO	YES NO	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	
1		YES NO	YES NO	1 2 3 4 5	1 2 3 4 5	1 2 3 4 5	

COMMENTS AND ASSIGNMENTS:

MAIL MERGE



DESCRIPTION: A mail merge program allows you to combine a form letter and a data base to print a set of personalized form letters.

EXAMPLES: Letters to students making orientation appointments.

Letters to parents confirming conference times.

ADVANTAGES: Will personalize form letters and include information from a data base.

Can be easily updated by changing the data base.

Larry Blum
2451 Fifth Ave. S.E.
Cedar Rapids, Iowa
52403

^<SENT>

^<FIRST NAME> ^<LAST NAME>
^<SCHOOL>
^<STREET>
^<CITY>, ^<STATE>
^<ZIP>

Dear ^<FIRST NAME>,

Thank you for your interest in the idea of Counselors In Computer Land. The interest that you and several others have expressed since the ASCA Newsletter came out has convinced me to attempt to update this idea and take it to the conference next year. Whether this program is updated or not, I hope you can join us at the Elementary/Middle School Guidance Conference next June in Little Rock.

^<FIRST NAME>, what I have attempted to do is to send you a copy of the handout I had used this past summer. Since last June, I have continued to use AppleWorks and have continued to learn new applications. For example, our school district keeps demographic and test information on the Columbia System using IBM. Another counselor and I have been working with our technology department and have worked out a system to transfer this information to AppleWorks. We can do this electronically now rather than by keyboard.

I really feel that we are only scratching the surface on how an AppleWorks type program can be used by counselors. As you will see, I have used it for record keeping, word processing and behavior modification. In fact, this letter is being composed as an example of the "mail merge" capabilities of the AppleWorks program. I have found it useful to use the AppleWorks word processor to compose information for newsletters then transfer those files to the "Publish It" program to format and print the newsletters.

After reviewing my information, I hope you will look around your own area and let me know what counselor uses of the computer that you find. I would be interested in anything you find in ^<STATE> but I would be especially interested in what is happening in ^<CITY>.

Sincerely,

Larry W. Blum
Counselor